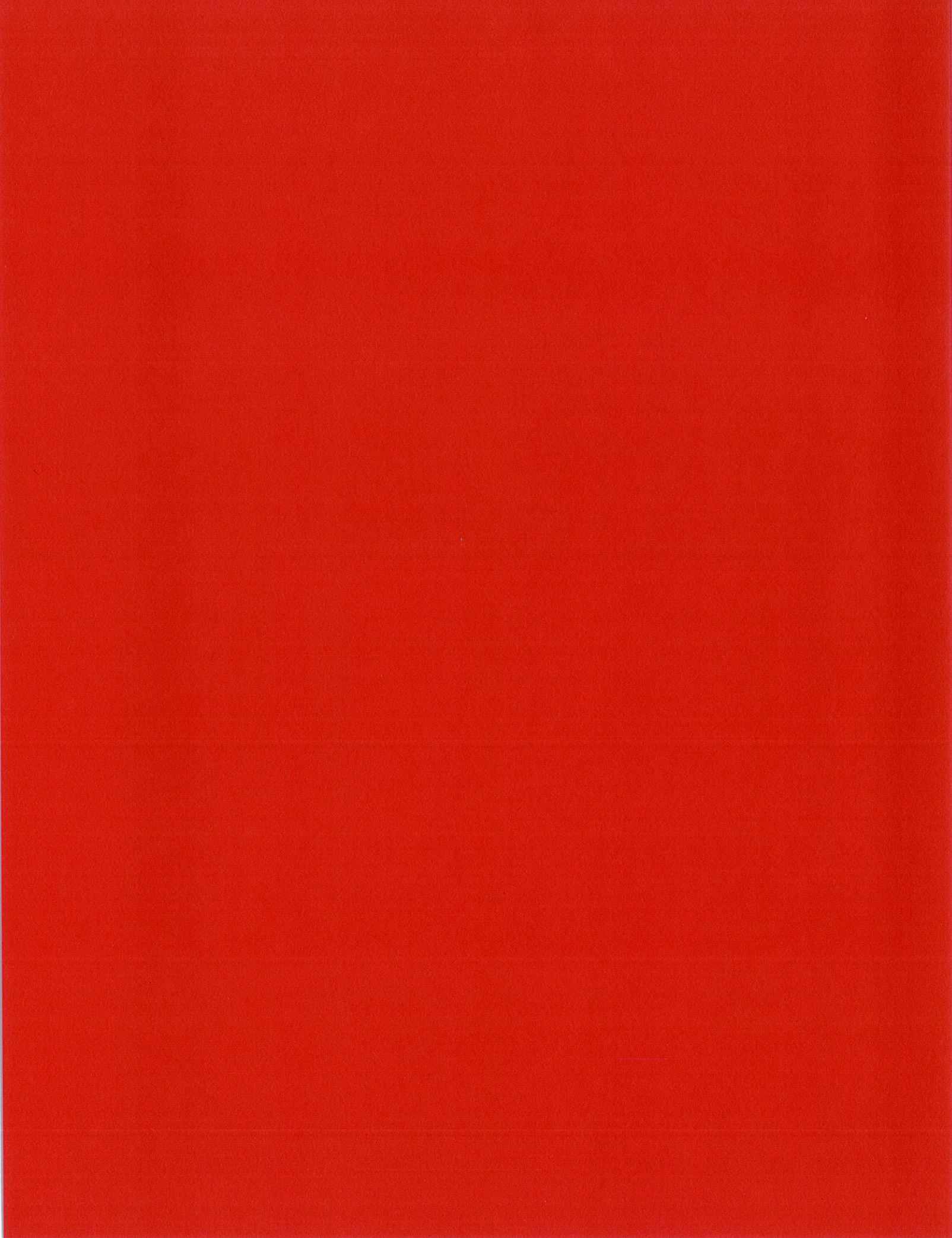


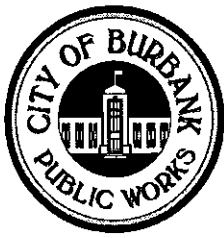
## Weekly Management Report

### January 23, 2015

1. **Memo** – Harvard Road Resurfacing – Public Works Department
2. **Synopsis** – Wireless Telecommunications Facilities Community Meeting of January 14, 2015 – Community Development Department
3. **Synopsis** – Community Development Goals Committee Meeting of January 15, 2015 – Community Development Department
4. **Synopsis** – Burbank Hospitality Association Meeting of January 14, 2015 – Community Development Department
5. **Notes** – City Notes, January 23, 2015 – City Manager







**CITY OF BURBANK  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM**

**DATE:** January 21, 2015  
**TO:** Mark Scott, City Manager  
**FROM:** Bonnie Teaford, Public Works Director *B. Teaford*  
**SUBJECT:** City Manager Tracking List No. 1716 – Harvard Road Resurfacing

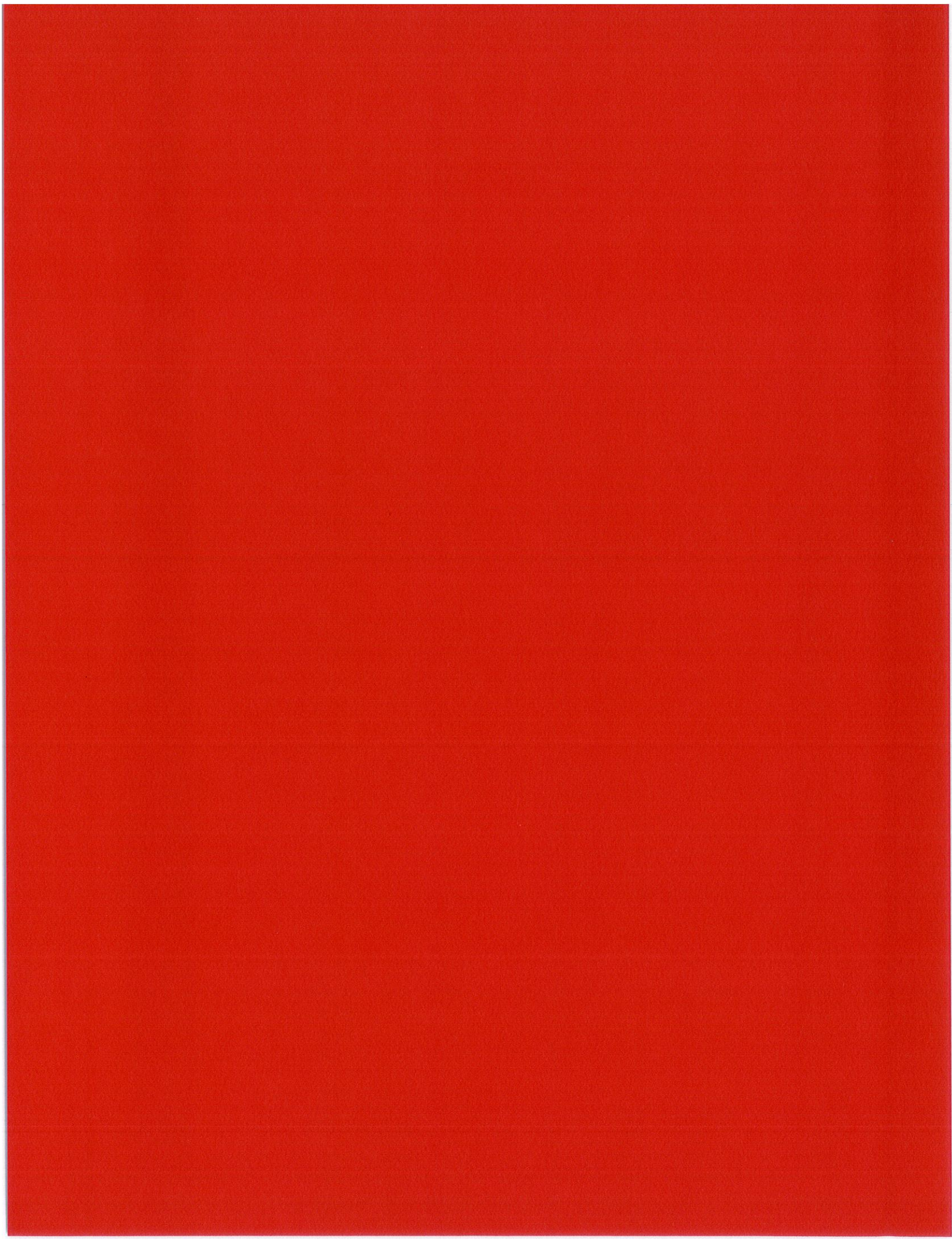
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At the City Council meeting on January 13, 2015, Council Member Gabel-Luddy asked about the condition of Harvard Road and when it might be resurfaced. Council has supported the resurfacing of local streets with a program aimed at resurfacing streets with pavement rated poor and below (55 and below on a 100 scale) in at least two neighborhoods per year. The surface condition of our streets was rated by an independent consulting engineer in 2012.

- Harvard Road between Glenoaks Boulevard and Sixth Street was resurfaced on January 21, 2015. This section was resurfaced because the pavement was rated in serious condition (22 - 25).
- Harvard Road between Sixth Street and Sunset Canyon Drive was rated in fair to satisfactory condition (59 – 80). Street maintenance crews recently repaired several potholes in this section.
- Harvard Road between Sunset Canyon Drive and the Castaway facility was resurfaced in 2010.

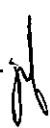
Based on the projected level of funding for the local streets program, the section of Harvard Road between Sixth Street and Sunset Canyon Drive should be reevaluated in approximately 2018.







# memorandum

**DATE:** January 20, 2015  
**TO:** Mark Scott, City Manager  
**FROM:** Joy R. Forbes, Community Development Director   
**SUBJECT:** **Wireless Telecommunications Facilities Community Meeting –  
January 14, 2015**

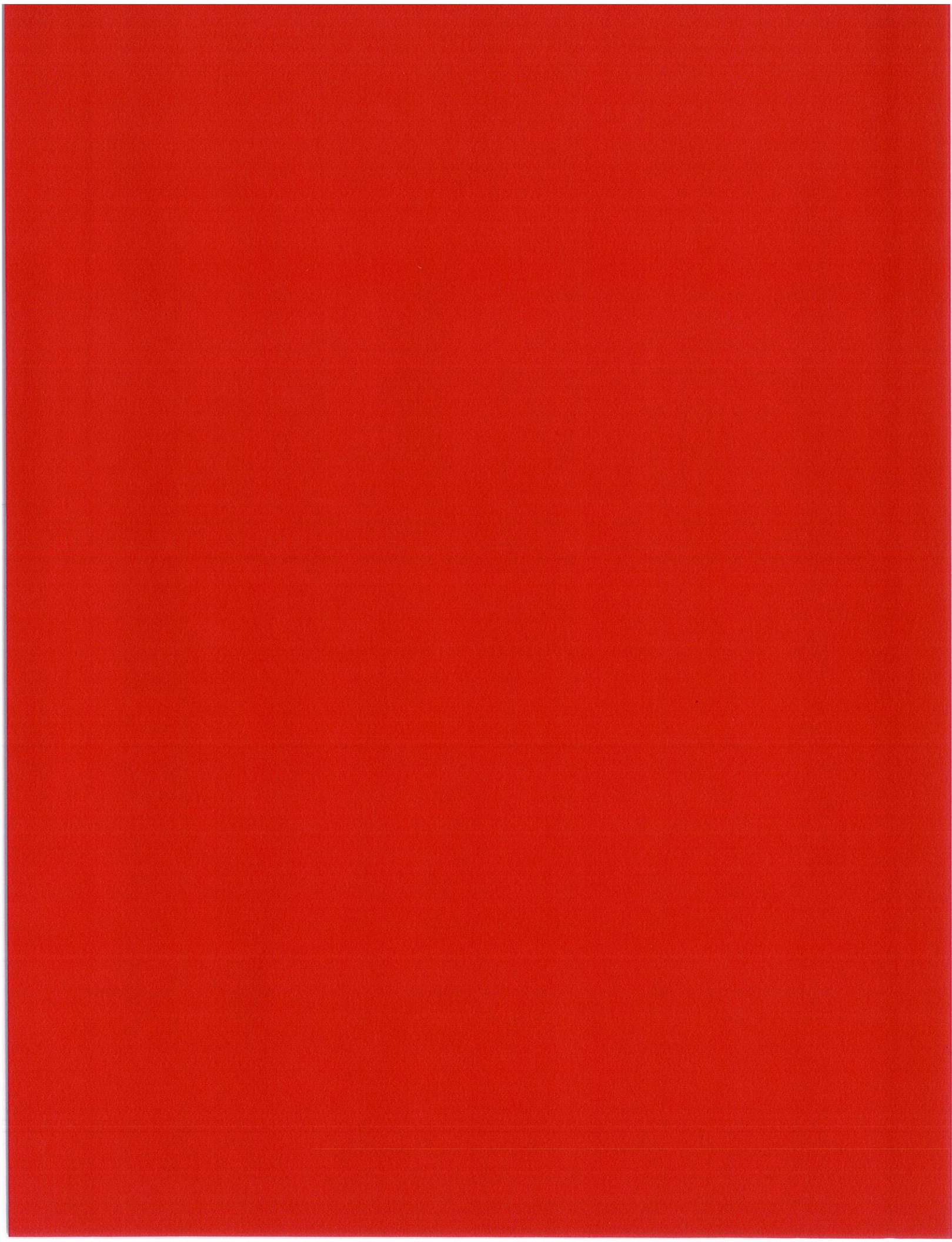
A community meeting was held at the Buena Vista Library on January 14, 2015 to discuss the public review draft of the proposed Wireless Telecommunications Facilities Ordinance.

Approximately 12 members of the public were in attendance and two members of the wireless industry also attended. Prior to the meeting, staff received three comment letters from the industry and one comment letter from the community. An additional comment letter was submitted by the industry at the meeting.

Due to the small audience, staff and the City's consultant Jeff Melching were able to have an engaged discussion with the attendees about Wireless Telecommunications Facilities and the ordinance process. Residents were generally in support of the draft ordinance, but industry representatives were not.

Staff will be incorporating feedback from the public review period and the community meeting into the forthcoming draft ordinance.









# memorandum

**DATE:** January 20, 2015

**TO:** Mark Scott, City Manager

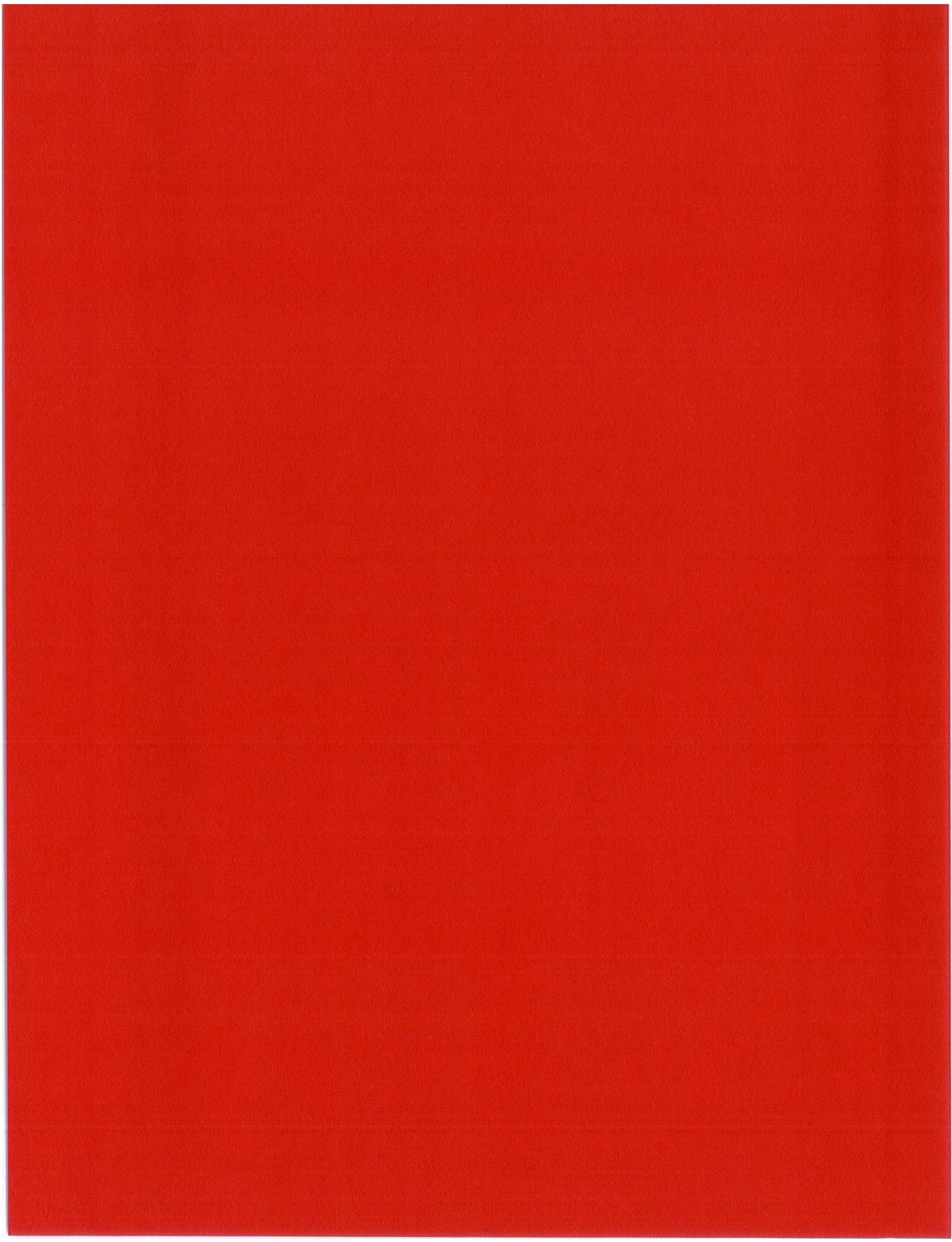
**FROM:** Joy R. Forbes, Community Development Director 

**SUBJECT:** Community Development Goals Committee – January 15, 2015

- Six out of nine Community Development Goals Committee (Committee) members attended the one-hour meeting and welcomed Robin Savoian and Gilbert Lopez, two of the three newly appointed members. There were no attendees from the public.
- The Committee took actions on nominating Jean Duranti as Chairperson and Gilbert Lopez as Vice Chairperson, and approved the Committee Meeting Minutes of February 24, 2014.
- Staff provided an overview of the Community Development Block Grant Program (CDBG) and eligible activities, the CDBG grant sub recipients for Fiscal Year (FY) 2014-15, and the actions that will be required by the Committee on matters relevant to the CDBG Program.
- Staff reviewed the upcoming CDBG process and budget for FY 2015-16 with the Committee. The estimated total funding available for new or renewal CDBG Projects and Programs of \$939,004 was shared with the Committee. All CDBG funding proposals from interested parties will be due by February 17, 2015.

APR 15 2015  
CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT










# memorandum

**DATE:** January 15, 2015

**TO:** Mark Scott, City Manager

**FROM:** Joy R. Forbes, Community Development Director   
Via: Ruth Davidson-Guerra, Assistant Community Development Director  
By: Mary Hamzoian, Economic Development Manager

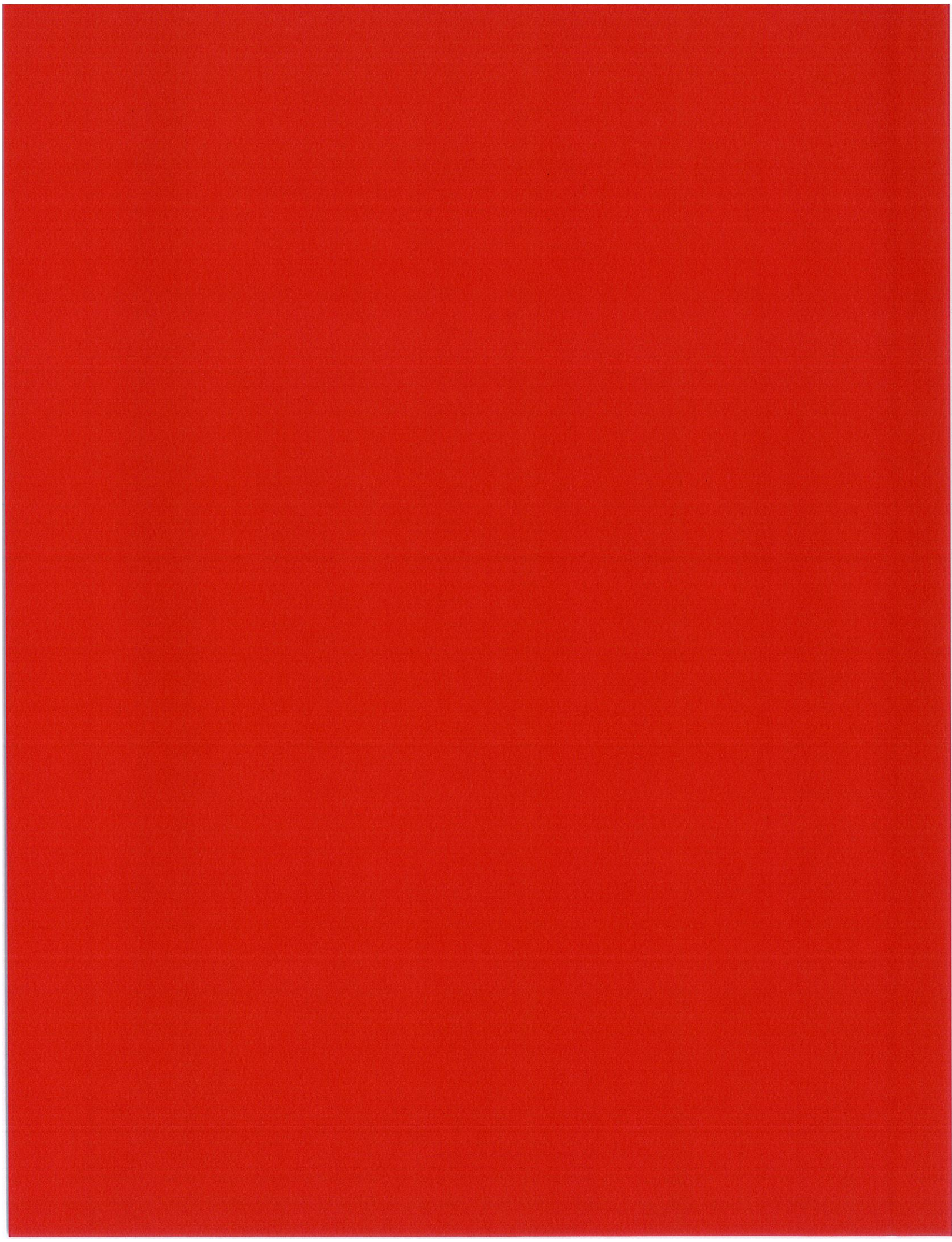
**SUBJECT: BURBANK HOSPITALITY ASSOCIATION MEETING  
JANUARY 14, 2015**

- The Board voted to proceed with a six-month term contract with Robin Faulk Marketing to observe the feasibility of the collaboration efforts between Robin Faulk Marketing and the new advertising agency that will be awarded a contract through the Request for Proposal (RFP) in February 2015. The Board also recommended staff research possible overlapping of consultant costs associated with social media, marketing, and public relations to properly evaluate the annual cost associated with the consultant's scope of services.
- Staff reviewed four RFP's that the BHA received from advertising agencies for Phase II marketing efforts. (Five proposals were actually submitted; however, one proposal did not meet the minimum qualifications and was not reviewed with the BHA.) Staff recommended interviewing Mental Marketing and Strausberg Group & Picnic Design, two of the four firms that submitted a complete proposal. Both agencies most accurately addressed the needs stated in the RFP while also having extensive years of destination marketing experience. The Board felt that Strategic Advisory Group should also be interviewed for their experience regarding development of signature events. Staff will schedule interviews with all three agencies for the end of January or early February.

J2 1PM 55 WJS:SB

CITY OF BURBANK  
COMMUNITY DEVELOPMENT DEPARTMENT







Important Updates for the Burbank City Council

January 23, 2015

## Burbank Police Department Welcomes New Officers

After months of rigorous academic and physical training, Jorge Jaime, Ashley Johnson, and Cody Roberts graduated from the Orange County Sheriff's Department Training Academy on Thursday, January 15, 2015, to become Burbank's newest officers. In addition to the Department's command staff, Council Member Jess Talamantes and Police Commissioner Hagop Hergelian were also present to celebrate the achievement.



## Traffic Signal Modernization

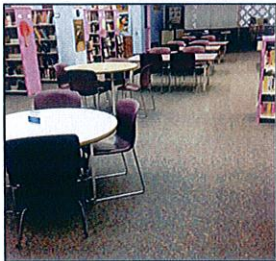
The Public Works Department is modernizing four traffic signals within the City. The work includes new control systems, new detection systems, cameras, wiring and new signal poles. The intersections are located at: Riverside Drive and Keystone Street, Pass Avenue and Oak Street, Pass Avenue and Verdugo Avenue and Victory Boulevard and Manning Street. The improvements should be completed in approximately 45 days.

## Burbank Fire Department Recruitment

On January 16, 2015, the Burbank Fire Department hosted a Firefighter Recruit and Family Orientation event at the Burbank Training Center. Ten Burbank Fire Department and nine Glendale Fire Department recruits will begin the 14 week academy on January 26. The 19 recruits will be jointly trained by the training cadres from Burbank and Glendale.



## New Carpet in the Central Library



New carpet has been installed in the children's area of the Central Library. Public Works and Library Management staff worked together to select a carpet design appropriate for the building and this section of the library. The new pattern provides a fresh look to the children's area and fosters an inviting feel to all who visit and enjoy the library.